

**SUMTER COUNTY BOARD OF COMMISSIONERS  
EXECUTIVE SUMMARY**

**SUBJECT:** Task Order 21 to URS, for Construction Management Service on the New Cow Palace Project (Staff recommends approval).

**REQUESTED ACTION:** Approval

☐ Work Session (Report Only)

**DATE OF MEETING:** 2/12/2013

☒ Regular Meeting

☐ Special Meeting

**CONTRACT:** ☐ N/A

Vendor/Entity: URS

Effective Date: 2/12/2013

Termination Date: 2/28/2015

Managing Division / Dept:

Public Works Division/Facilities Development

**BUDGET IMPACT:** \$151,220

☐ Annual

**FUNDING SOURCE:**

COR

☒ Capital

**EXPENDITURE ACCOUNT:**

305-110-519-6262

☐ N/A

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**HISTORY/FACTS/ISSUES:**

The Board approved the design contract with Lunz Prebor Fowler (LPF) for \$164,450 to design the new Cow Palace, on December 11, 2012 (see exhibit 1). The PWD has initiated the design thru a \$15,000 Purchase Order to LPF for the first phase of the design (pre-design and investigative services).

This task order for construction management (CM) to URS (see exhibit 2) is the companion to the LPF design task order. While the total amount is for \$151,220, it will likewise start with a smaller purchase order to URS to review and comment on the LPF initial pre-design concept, estimated at \$4,420. The URS task order also includes a small amount for assistance to PWD on project delivery processes.

Staff recommends approval of the URS Task Order 21 (exhibit 2), for CM services during the New Cow Palace project for \$151,220.

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**SUMTER COUNTY BOARD OF COMMISSIONERS  
EXECUTIVE SUMMARY**

**SUBJECT:** Proposal from Lunz Prebor Fowler (LPF) Architects to design and permit the New Cow Palace at the Sumter County Fairgrounds (Staff recommends approval).

**REQUESTED ACTION:** Approval

☐ Work Session (Report Only)    **DATE OF MEETING:** 12/11/2012  
☒ Regular Meeting                      ☐ Special Meeting

**CONTRACT:** ☐ N/A                      Vendor/Entity: LPF Architects  
Effective Date: 12/11/2012                      Termination Date: 2/28/2015  
Managing Division / Dept: Public Works Division/Facilities Development

**BUDGET IMPACT:** \$164,450  
☐ Annual                      **FUNDING SOURCE:** COR 305-000-000-381113 (from TDC)  
☒ Capital                      **EXPENDITURE ACCOUNT:** 305-110-519-6262  
☐ N/A

**HISTORY/FACTS/ISSUES:**

On October 23, 2012, the BOCC decided to condemn and demolish the existing Cow Palace facility rather than renovate it. The scope of the Cow Palace renovation design by the current architect (ASI) was revised to support the demolition which is planned to occur before the March 8-13, 2013 Sumter County Fair.

The new Cow Palace will be a new facility, therefore the design and permitting of that facility will go to the new on-call architect, LPF. Attached for BOCC review and approval is LPF's scope, price and schedule for the new Cow Palace design, permitting and limited A/E support during construction.

The design effort will be conducted in two phases:

Part A involves meetings with the Fair Board, PWD and other parties, site visits to other similar facilities, incorporation of the Cow Palace requirements document (currently in draft), selection and analysis of site options on the Fairgrounds, and initial concept design by March 2013 for \$15,000.

Part B involves the detailed design and permitting and contract documents preparation by October 2013, bid assistance in November/December 2013, and limited A/E support during construction from April 2014 thru February 2015. This cost is \$149,450.

The current rough order of magnitude (ROM) cost for the new Cow Palace facility is \$1.6M, but this number will be revised during the design process. LPF's design fee (\$164,450) and the Construction Management (CM) fee from URS (under development) will be added to the construction cost for an estimated program cost of ~\$1.9M.

Staff recommends approval of the LPF proposal in terms of scope, price and schedule.

Staff will submit the requirements document, site options and recommendation, and URS's CM Proposal for approval in subsequent BOCC meetings.

**APPROVED**

December 11, 2012

EXH (1)



February 4, 2013

Mr. Scott Cottrell PE  
Director of Public Works  
Sumter County  
319 East Anderson Avenue  
Bushnell, FL 33513

Subject: **Sumter County – Project Management Services  
Facilities Development Task Order  
Sumter County Cow Palace Replacement Project**

Dear Mr. Cottrell:

URS is pleased to submit the following proposal for the Sumter County Cow Palace Replacement Project. The proposal is based on the description as provided by Sumter County and the agreed upon fee schedule. This task order will be administered in four (4) phases: Scope Development Phase, Pre-Construction Phase Services, Construction Phase Services and Warranty Phase Services as outlined below.

**Scope Development Phase**

Scope Development Phase Services will include attending meetings with the various stakeholders in addition to reviewing and providing input on the various deliverables prepared by the Architect. In addition, the Scope Development Phase shall include two (2) final reviews prior to formal presentation to Committee and County Commission.

<u>Position</u>	<u>Rate</u>	<u>Hours</u>	<u>Extended Total</u>
Sr. Project Manager	\$130/hour	34	\$4,420

**Pre-Construction Phase Services**

Pre-construction Phase services will include review and coordination of the Bidding Documents prepared by Lunz Prebor Fowler, a constructability analysis by the URS team and all associated tasks as listed in the attached task order. In addition, the Pre-construction phase will also include preparation of a Project Process and Delivery Manual. The proposal is based on a thirteen (13) month Pre-construction phase. In the event our Pre-construction effort exceeds thirteen (13) months, the same hourly rate is proposed for actual hours worked.

<u>Position</u>	<u>Rate</u>	<u>Hours</u>	<u>Extended Total</u>
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**Pre-construction Phase**

Sr. Project Manager	\$130/hour	544	\$70,720
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**Project Process & Delivery Manual**

Sr. Project Manager	\$130/hour	100	\$13,000
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<b>Sub Total</b>			<b>\$88,140</b>
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URS Corporation  
315 East Robinson Street, Suite 245  
Orlando, FL 32801-1949  
Tel: 407.481.8933  
Fax: 407.423.2695

EXH. (2)





#### Construction Phase Services

Construction Phase services will include all associated tasks as listed in the attached task order and the proposal is based on a presented eleven (11) month construction schedule. In the event construction exceeds eleven (11) months, the same hourly rate is proposed for actual hours worked.

<u>Position</u>	<u>Rate</u>	<u>Hours</u>	<u>Extended Total</u>
Sr. Project Manager	\$130/hour	304	\$39,520
Project Inspector	\$95/hour	248	\$23,560
<b>Sub Total</b>			<b>\$63,080</b>

#### Warranty Phase Services

Warranty Phase services will include all associated tasks as listed in the attached task order based on a contractual Warranty period of one (1) year. Since it is impossible to determine the number, frequency, or complexity of Warranty calls and their associated levels of staff effort, this proposal is based on one (1) eight (8) hour walk through in the 11<sup>th</sup> month of the Warranty period as required.

<u>Position</u>	<u>Rate</u>	<u>Hours</u>	<u>Extended Total</u>
Sr. Project Manager	Inc. in above.	8	\$0
<b>Sub Total</b>			<b>\$0</b>

In the event the Warranty Phase exceeds the quoted number of hours, the same hourly rate for Construction Phase services is proposed for actual hours worked.

Should you have any questions or comments, please feel free to call me at (352) 689-4754 or via email at [ron\\_kishpaugh@urscorp.com](mailto:ron_kishpaugh@urscorp.com).

Sincerely,

*Ronald L. Kishpaugh*

Ronald L. Kishpaugh  
Senior Project Manager

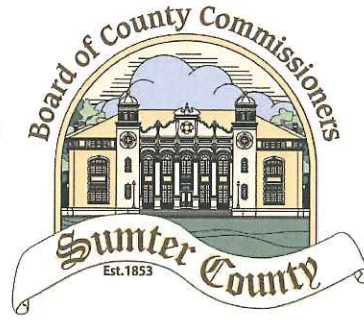
cc: File

Enc. (2)

URS Corporation  
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## *Facilities Development*

319 E Anderson Avenue • Bushnell, FL 33513 • Phone (352) 569-1530  
Website <http://sumtercountyfl.gov>



### **FACILITIES DEVELOPMENT TASK ORDER FORM FOR URS – CONSTRUCTION MANAGEMENT SERVICE FD- TASK ORDER #21 – 2012**

DATE – February 4, 2013

PROJECT – SCBOCC NEW COW PALACE PROJECT

#### **PROPOSED SCOPE OF WORK:**

URS shall provide all materials, labor, equipment and staffing to achieve the completion of this task order.

The general scope of services will be to provide the following professional services during the Scope Development, Pre-Construction Phase, Construction Phase, and Warranty Phase associated with the construction of the new Cow Palace Project.

#### **A) Scope Development Phase**

- 1) Attend meetings with the design professional, Fair Board, Tourism, and County representatives.
- 2) Review the immediate and long term Program developed by the design professional, provide input to the design professional and county representatives.
- 3) Prior to Committee presentation, review and provide input on incorporation of historical elements, location, square footages, and building features of the new facility. Review alternate approaches and provide input to the design professional and county representatives.
- 4) Prior to County Commission presentation, review and provide input on the preferred site, concept design, and budget estimate.

#### **B) Pre-Construction Phase Services:**

- 1) Meet with the design professional and review design documents at Design Development and Construction Document phase and provide recommendations with respect to the selection of building systems, components, materials and equipment.

Bradley S. Arnold,  
County Administrator  
(352) 689-4400  
7375 Powell Road  
Wildwood, FL 34785

Doug Gilpin, Dist 2  
2<sup>nd</sup> Vice Chairman  
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7375 Powell Road  
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Don Burgess, Dist 3  
Chairman  
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Randy Mask, Dist 5  
Office: (352) 689-4400  
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- 2) Provide recommendations with respect to life cycle cost of the building systems, components, materials and equipment.
- 3) Review all fixtures, equipment, door\hardware, windows and room finish schedules for completeness.
- 4) Provide a constructability review in order to identify and eliminate conflicts in the design; determine if there are any conflicts between various trades.
- 5) Determine if there are scope gaps between the various design disciplines. Assist in the distribution and county review/sign off of the design documents for the Design Development and Construction Document phases.
- 6) In accordance with written guidance and in concert with County staff, develop a draft version of an Project Process and Delivery Manual for vertical construction projects. The draft version of the Project Process and Delivery Manual shall be submitted to the County no later than May 30, 2013.
- 7) Review of bid \ RFP documents for completeness.
- 8) Review of unresolved issues from bids/proposals and providing recommendations on resolution.
- 9) Assist the County and Architect with any RFI or document interpretations or clarifications during the RFP process.
- 10) Provide evaluation with request for "product substitutions" during the RFP process.
- 11) Assist with pre-bid conference (if documents require this activity).
- 12) Assist county with evaluation of submitted proposals.
- 13) Assist county with evaluation of the construction CPM schedule.

B) Construction Phase Services:

- 1) Update and distribute Project directory.
- 2) Review and comment on the baseline schedule and monthly updated project schedules.
- 3) Provide and maintain established system of routing for Project documents including correspondence, submittals, Applications for Payments, RFI's, Contingency Change Requests, Change Orders, etc.
- 4) Create and maintain construction contract administration files.
- 5) Conduct and maintain Project Meeting Minutes.
- 6) Provide contract administration and site observation of Work in progress.
- 7) In concert with County staff, review and provide appropriate action on Contractor's list of subcontractors and suppliers.
- 8) Obtain and review Contractor's submittal schedule; confirm with Architect schedule can be met.
- 9) Establish and conduct a preconstruction meeting.
- 10) Establish site observation and Project meeting schedules.
- 11) Assist in submitting applications for permanent gas, electric, water, telephone and other services.
- 12) Tracking of Project costs to County approved budget.
- 13) Monthly verification the Contractor is properly updating the as-builts documents.
- 14) Advise the County of any failed and/or sub-standard building code inspections.



- 15) Maintain all test reports for the Project as required by the Contract Documents.
- 16) Inform county staff of Project progress. Prepare field report of site visits.
- 17) Obtain and review Contractor updated progress schedule and advise county staff of potential revisions to anticipated occupancy date.
- 18) Prior to first Application for Payment, receive, review and recommend approval, if appropriate, Contractor schedule of values.
- 19) Receive and review the Contractor Application for Payment with Architect.
- 20) Verify requirements, if any, for reduction in retainage and have Contractor submit consent of surety documentation.
- 21) Obtain and review required test reports.
- 22) Receive Contractor submittal log and monitor the response time from the Architect.
- 23) Review Contractor proposed cost for changes and recommend response.
- 24) Respond to the Contractor punch list of remaining Work to be repaired or completed.
- 25) Ensure reproducible record drawings are received from the Contractor and review for accuracy.
- 26) Review project close-out documents for completeness and accuracy, to include but not limited to as-builts, shop drawings, operations and maintenance manuals and warranties.
- 27) Verify the Contractor has obtained a certificate of occupancy or occupancy permit.
- 28) Review the Contractor request for final inspection and conduct a site visit of the Project to confirm Final Completion.
- 29) Prepare final field report.
- 30) Review the Contractor Application for Final Payment, including waivers of lien and consent of surety documentation.
- 31) Review and provide recommendation on request for final payment.
- 32) Assemble and file for future reference complete Project and cost records for both construction and professional services.
- 33) Archive project information and materials.

C) Warranty Phase Services:

- 1) Prior to expiration of the one-year Warranty period, conduct a site visit to determine if any Work requires correction. Coordinate warranty request between the county and the contractor.
- 2) Track warranty request(s) to establish deficiencies patterns within various components.
- 3) Assist with determination with regards to "corrective action" of warranty items. If construction deficiencies are determined to be a warranty item, coordinate "corrective action" with the county and the contractor.

End of document.

## FINAL DRAFT

### New Cow Palace Requirements Document:

The Sumter County Fair Board has a requirement to replace the current Cow Palace Facility with a more modern, and multi-purpose facility. A separate action is being taken to demolish and remove the existing Cow Palace facility and leave the remaining concrete slab and adjacent cow pens and hog pens in place. In the future, the pens could also be replaced, depending on final site selection of the new Cow Palace.

The essence of the new facility will be to support the Sumter County livestock shows that are held during the annual fair, and similar events throughout the year. The Board of County Commissioners (BOCC) also desires that this facility be more multi-functional than the current Cow Palace, and to support other activities such as concerts, dances, large dinner events, proms and beauty contests, and other similar events, and be flexible enough to manage large or small crowds.

### Specific requirements:

1. A new Cow Palace facility with arena and miscellaneous space.
  - a. Small office for event staff
  - b. Reception area for event staff and participants
  - c. Restrooms for event staff
  - d. Restrooms for event attendees including showers
  - e. Small break area for event staff
  - f. Kitchen facility and snack bar area to service events.
  - g. Retractable seating for 1000.
  - h. Performing stage, retractable or not.
  - i. Sound booth.
  - j. Large video screens and projection capability; capable of projecting live TV or internet feeds, or standalone input.
  - k. Sound system capable of supporting various types of events.
  - l. Ticket booths and cash windows.
  - m. Arena floor that can be changed from clay and saw dust, to a dance floor, etc.
  - n. Room for EMS paramedics and SCSO deputies needed during some events.
2. Storage for:
  - a. Tables, number TBD
  - b. Folding and/or stacking chairs, number TBD
  - c. Cleaning equipment and supplies
3. Access to either existing or new cow and hog pens, depending on site selection.
  - a. New cow and hog pens, depending on site selection.
4. Wash stands for animals.
5. Paved parking and access off of SR471.
6. Façade facing SR471 that is similar to the current Cow Palace.
7. Connection to the new Fairgrounds sewer line system and lift station.
8. Hardened to serve as a Sumter County shelter before, during and after a hurricane.
9. Footprint that does not impede or impinge upon the other Fair activities.
10. Miscellaneous exterior drainage/storm water improvements on the Fair Grounds